



City of Central Falls Job Posting

LOCATION:	City of Central Falls 1280 High Street Central Falls, RI 02863
POSITION TITLE:	Community Development Manager
DEPARTMENT:	Department of Planning and Economic Development
SALARY:	\$47,518 per year (plus benefit package) <i>Subject to grant fund availability</i>
POSITION TYPE:	Full-time

POSITION DESCRIPTION SUMMARY

Under general supervision of the Director, the Community Development Manager performs administrative duties in support of the Department's community development work, specifically management of the Community Development Block Grant (CDBG) Program in all its phases.

Work assignments are received from the Director and will include both specific tasks and work that is more general in nature and will accordingly afford a certain amount of latitude in the exercise of independent judgment in planning work details and method of execution. Work elements include writing, data collection, outreach, and the use of various types of computer software and programs including word processing, spreadsheets, databases, and desktop publishing. Work is reviewed in its broader aspects for compliance with the standards of relevant grant programs and principles of community planning.

Central Falls is a small city with a lean government. The Community Development Manager will join an energetic, focused team within the Department of Planning and Economic Development to achieve the City's growth objectives.

DUTIES AND RESPONSIBILITIES

- Ensures municipal planning and community development operations and records are maintained in an effective, up-to-date, and accurate manner.

- Develops, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the CDBG program development and administration and other related grant-writing and administration activities. Prepares and administers requests for Federal and State grants with the Principal Planner and provides technical advice and assistance to Director of Planning.
- Prepares bid specifications for public facility projects using CDBG funds. Assists Director in recommending approval of bids and contract awards to the Purchasing Agent.
- Coordinates with consultants, contractors, City Hall staff and community partners in the completion of projects.
- Prepares bid specifications for projects. Assists staff in recommending approval of bids and contract awards to the Purchasing Agent.
- Conducts on-site project inspections; monitors project contractors for quality-of-work, timely completion, and compliance with applicable local regulations and guidelines and Federal requirements.
- Receives and reviews loan/grant applications. Makes recommendation to Director for approval of loans/grants.
- Responsible for all department record keeping, including record keeping for all department grants, contracts, specifications, purchase and sale agreements and deeds correspondence, etc. Also assists Director with bookkeeping for federal and state accounts, checkbook reconciliation, trial balance reports and general ledger entries. Assists Director with auditing process by working with City auditor and various state and federal government agencies.
- Performs other related duties as required.

ELIGIBILITY CRITERIA

- Must be at least 18 years old
- Ability to pass a background (BCI) check
- Must have completed a full vaccination series against the COVID-19 virus

QUALIFICATIONS, EDUCATION, AND EXPERIENCE REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Detailed and demonstrable knowledge of the principles, practices, and techniques involved in city planning and community development including, but not limited to: managing community development projects; operating public-facing programs; administering capital improvements, comprehensive plans, urban redevelopment programs, zoning ordinances and land development regulations; administering planning projects; assigning and supervising the work of technical staff or contractors.
- Experience or familiarity with US Housing and Urban Development (HUD) programs, and specifically the CDBG program preferred.
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint) and basic Internet research techniques.
- Strong organizational and interpersonal skills are required.

- Ability to develop and implement organizational systems.
- Ability to develop and administer grant programs.
- Ability to communicate effectively and courteously.
- Ability to establish and maintain effective working relationships with City officials and the general public.
- Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision.
- Ability to demonstrate flexibility and creativity.

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <https://www.centralfallsri.gov/city-clerk/page/title-vi-nondiscrimination>.

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled